

# Memorandum

*Flex your power!  
Be energy efficient!*

**To:** PHILIP J. STOLARSKI  
Deputy Division Chief  
Materials Engineering and Testing Services  
Division of Engineering Services  
Project Manager, Pavement Standards Team

**Date:** [Month, day, year]  
  
**File:** [Co-Rte-KP]  
[Dist-EA]  
[Project Type]

**From:** DEPARTMENT OF TRANSPORTATION  
[DISTRICT/DIVISION] – MS [#]

**Subject:** Request for Concurrence to Use a Non-Standard Special Provision

Approval is requested for the following proposed pavement-related Non-Standard Special Provision(s) (nSSP(s)) listed below. This proposal has been reviewed by [DME who reviewed proposal], District Materials Engineer of [district/region], who agrees with the proposal. Upon approval, please provide documentation of concurrence for inclusion in the project file that will be submitted to the Project Engineer. Any questions regarding this request should be directed to [contact person making request] at [(area code) phone number] or via Lotus Notes e-mail.

nSSP DESCRIPTION	PROBLEM	SOLUTION
[Provide nSSP Number and Title] [EXAMPLE: Modified SSP 4A-010 “Wood Pavement”]	[Briefly describe the reason for the proposed modification or need for new special provision.] [EXAMPLE: According to the Division of Environmental Analysis, the use of eucalyptus wood for pavement within the project limits would confuse bees.]	[Describe specific edit or note creation of a new draft special provision.] [EXAMPLE: Text was added indicating that eucalyptus wood pavement is to be completely avoided.]

PHILIP J. STOLARSKI

[Date]

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An electronic version of the proposed nSSP is provided with this request in Microsoft Word format for your review. A detail [specify detail] accompanies this specification. [Edit as needed.]

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[NAME (ALL CAPS)], [Title]

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Date

Branch [If applicable – delete line if unused.]

Office [If applicable – delete line if unused.]

Subdivision [If applicable – delete line if unused.]

Division

Attachments: [Proposed nSSP]  
[Project Title Sheet]  
[Project Typical Sections]  
[Other Plan Sheets, Details, or Support Documentation as Required]

c: [Project Manager]  
[Project/Oversight Engineer]  
[Specification Caretaker]